

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Completes all records and reports required or assigned.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Develops new procedures for office functions when necessary.

Prepares correspondence for the Fire Chief's signature. Composes business letters using correct grammar and punctuation.

Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports.

Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, and calculator or mathematical computer software.

Makes calculations necessary to compute payroll. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Computes salaries, hours, overtime, and related data for annual budget. Accounts for the money and assets of an assigned division of the department. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments for petty cash.

Prepares purchase requisitions according to departmental procedures. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

QUALIFICATIONS TO HOLD THE POSITION

After offer of employment, but before beginning work in this class must pass the Total Adult Battery Exam with a minimum composite score of 12.0.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.